

Blackbird Leys Parish Council

Guidance for Small Grant Applications

Introduction

Blackbird Leys Parish Council recognises the valuable contribution community and voluntary groups make to our community, and an important way we can support local groups in this work is through grant funding.

Key Strategic Aims

The parish council has key strategic aims and we welcome applications from groups and organisations that contribute to -

- 1) Representing the local community.
- 2) Delivering services that meet local need.
- 3) Improving the quality of life in the community.
- 4) To contribute toward community wellbeing.

Via the grants programme we can widen the scope and ability to meet local needs and achieve these aims. We want impact to continue to include:

- Developing and expanding volunteer delivery of a wide range of key community services, such as support for isolated older people, children's activities, youth provision and support for others who may be marginalised in our community.
- Making a real difference to our community and improving the quality of people's lives and their life chances.
- Funding organisations who are helping vulnerable members of our community to make life changing choices, learning new skills and supporting them getting into employment.

How we award grants

We operate a two-system grant awarding scheme, the 'Small Grant Award' is for funding between £100 - £500 and this is open all year round. The 'Large Grant Award' is for funding between £501-£2,500 and is held annually, information is available on our website.

www.blackbirdleysparishcouncil.gov.uk

Small Grant Awards

You can apply for a grant between £100 - £500 by completing our 'Small Grant Award' application form. The criteria will be assessed using our key strategic aims.

The parish council may invite you to one of our meetings to talk about your idea and for the councillors to ask any questions.

Successful applications will have 100% of the award paid.

All groups that are successful by being awarded a grant will be able to use our logo.

A 'monitoring form' will be sent to find out how the project went, this will need to be completed in order to satisfy the award and to reapply.

What we will consider funding

- Projects that aim to meet the needs of The Leys and contribute to the wellbeing of our community.
- Projects that meet the basic requirements outlined below;
 - Demonstrate financial sustainability.
 - Eligible costs can include volunteer training, room hire, volunteer expenses, and material costs.

What we will NOT consider funding

- Anything political (including promotion or activities).
- Retrospective funding.
- Individuals, funds cannot be paid to individuals.
- Projects where there is a commercial gain.
- Projects that do not primarily benefit The Leys residents.

How to Apply

To apply for a small grant, you will need to complete a 'Small Grant Application Form' and submit to the parish clerk.

The application form can be obtained by -

- Contacting the clerk on clerk@blackbirdleyparishcouncil.gov.uk or 0778 304 3481.
- Downloading from our website www.blackbirdleyparishcouncil.gov.uk

Declaration and additional documents to enclose

- ☐ Please complete the declaration by ticking the box, and by providing your name, position in the organisation and date.

Please ensure you have the following -

1) A copy of the application form for your own records.
2) A copy of your constitution, if you have one, or a statement of your aims and objectives.
3) A copy of your recent accounts.
4) 3 month's bank statements or copy of your credit union account book <i>Bank statements are to be no more than two months old.</i>
5) Any other information or publicity which will support your application.

Permissions

- ☐ From time-to-time we may want to share information with other grant giving and other relevant bodies, please tick this box to show you understand and agree to this.

Contact details

If you have any queries about the application form or grants process, please contact the parish clerk via clerk@blackbirdleyparishcouncil.gov.uk or telephone 0778 304 3481.